



PUBLIC EMPLOYEES RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PUBLIC EMPLOYEES RETIREMENT SYSTEM	RELEASE DATE:	Monday, July 12, 2010
POSITION TITLE:	Chief, Office of Health Plan Administration	FINAL FILING DATE:	Monday, July 26, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	07122010_1

POSITION DESCRIPTION

CalPERS offers a performance compensation program with the ability to earn an award up to 15% of base pay

BACKGROUND

CalPERS is the largest public pension fund in the United States with a current investment portfolio of over \$200 billion. It serves approximately 1.6 million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over \$10 billion in retirement benefits annually. The membership in CalPERS' retirement program is comprised of roughly one-third State employees, one-third employees of local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. In addition to the well-known retirement program, CalPERS administers a health program that serves over 1.3 million members in the Health Program. The Office of Health Plan Administration (OHPA) oversees the contract management functions and plan development for two (2) health maintenance organization (HMO) plans, three (3) self-funded preferred provider (PPO) plans, the long term care (LTC) program, and provides oversight for 3 association plans. This includes but is not limited to: the annual evaluation of premiums and benefit structures; analyzing the financial reporting by carriers; examination of provider network adequacy and remedial action in the event of network disruption; quarterly review of HMO and PPO plan operations as they related to CalPERS; the review of alternative approaches to health care; the review and evaluation of prospective plans; and the annual negotiation and preparation of carrier contracts. In addition, staff monitors and analyzes federal and state legislation impacting the Health Benefits Program.

DUTIES/RESPONSIBILITIES

Under the administrative direction of the Assistant Executive Officer, Health Benefits directs the overall administration of the Office of Health Plan Administration for CalPERS. The position is responsible for advising in the development of product and benefit design options, incentives/performance objectives, and quality assurance and cost containment initiatives. The position provides direction over the development, management, and oversight of multiple large and complex health care contracts. The position participates in the development of CalPERS strategic planning process, as well as developing the Division's annual plan, ensuring that deliverables are met. The position provides expert technical advice and policy direction to Executive staff and the Board of Administration on critical issues related to health care and the Health Benefits Program. This includes representing the CalPERS before the legislature, Board of Administration, employee/retiree groups and professional affiliates on matters relating to health care. In addition, the position also prepares and presents complex agenda items to the members, customers and stakeholders. The position also plays a major role in program planning for health benefits, including future direction on program policy and design, quality initiatives, provider network issues, and new health products.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's

or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.
2. Demonstrated experience in developing, managing, and overseeing large and complex contracts.
3. Strong management skills, particularly in the area of policy and program direction related to health care administration, and the demonstrated ability to monitor workloads and accomplish stated objectives.
4. Experience in an administrative or executive capacity with responsibility for policy development and program administration, especially in a medical administrative or health benefits setting.
5. Demonstrated communication and negotiating skills and experience presenting issues before a wide range of audiences including a board or similar body.

6. Thorough knowledge of health care and managed care industries, health care economics, administration, financial mechanisms, and business strategies.

7. Knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Office of Health Plan Administration**, with the **PUBLIC EMPLOYEES RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Address for hand-delivery:

Human Resources Division
400 P Street, Room 3260
Sacramento, CA

All application materials (Standard State Application, Resume, Statement of Qualifications and References) must be received by the CalPERS Human Resources Office by 5:00 PM, July 26, 2010. Application materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 PM on the final filing date will not be accepted.

Questions concerning this examination should be directed to Kristina Morgan at (916) 795-3563.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Resume must be included with application
- Names and telephone numbers of at least two references

Applications must be submitted by the final filing date to:

PUBLIC EMPLOYEES RETIREMENT SYSTEM, Human Resource Division
400 Q Street, Room 3260 LPN, Sacramento, CA 95811
Kristina Morgan | (916)795-3563 | kristina_morgan@calpers.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PUBLIC EMPLOYEES RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>